

**Emergency
Medical Services
Authority**

EMPLOYMENT OPPORTUNITY

1. RPA #	RPA 015
ANALYST'S INITIALS	
DATE	

YOU MUST BE A PERMANENT OR PROBATIONARY STATE EMPLOYEE, A FORMER PERMANENT OR PROBATIONARY EMPLOYEE OR ON AN EMPLOYMENT LIST FOR THIS CLASSIFICATION IN ORDER TO APPLY FOR THIS POSITION.

2. CLASS TITLE Health Program Specialist I	3. POSITION NUMBER 312-800-8338-004	4. TENURE PERMANENT	5. TIME BASE Full Time	6. CBID R01
7. OFFICE OF Emergency Medical Services Authority	9. LOCATION (CITY or COUNTY) SACRAMENTO		13. MONTHLY SALARY \$4833.00 TO \$5874.00	
8. SEND APPLICATION TO: Karen DeGuire / Patricia Czoberek EMS Authority 10901 Gold Center Drive Rancho Cordova, CA 95670	10. WORKING HOURS MON - FRI, DAYS - 8 am - 5 pm - Flexible			
	11. PUBLIC PHONE NUMBER (916) 431-3669			
	12. CALNET NUMBER		14. FILE BY Until Filled	

SROA/Surplus employees are encouraged to apply.

Please indicate the basis of your eligibility in Section 12 of your application (STD 678). Transfers, reinstatements, or recruitment from the employment list may be considered. Consideration may be given to applicants on another Department's employment list, provided the criteria are met to transfer the eligibility. Applications will be evaluated based on eligibility and desirable qualifications and interviews may be scheduled.

ESSENTIAL FUNCTIONS: This position requires a highly skilled, technical program consultant who coordinates and develops broad EMS policy in consultation with multiple state departments and national organizations. The position requires specific knowledge of emergency medical services and expertise in the clinical and administrative components of California's Trauma System. The position will develop, coordinate, evaluate, and monitor complex, sensitive and highly visible issues relating to the California EMS Trauma System and the allocation of Trauma Fund monies when available. The incumbent will interact extensively with local agency officials in the coordination of this Trauma System funding. The State Trauma Program Coordinator provides professional consultation and technical assistance to local EMS agencies (LEMSAs), public and private EMS providers, public safety agencies, other State departments (including Department of Health Services Licensing and Certification and Maternal Child Health divisions) and various committees on implementation of the California State Trauma Program.

SPECIAL PERSONAL REQUIREMENTS: During emergency operations, may be required to work in EMSA's Departmental Operations Center, other governmental Emergency Operations Centers or in EMSA's field Mission Support Team to provide assistance in emergency response and recovery activities. Staff are required to complete emergency management and Incident Command System (ICS) training based on their respective roles in a response and participate in periodic departmental and statewide readiness drills and exercises.

Under these emergency operations, staff need to work effectively and cooperatively under stressful conditions with short lead times; work weekends, holidays, extended and rotating shifts (day/night); and may be required to travel statewide for extended periods of time and on short notice.

DESIRABLE QUALIFICATIONS:

Positive Attitude
Dependability and excellent attendance record
Excellent customer service skills
Excellent organizational skills

CALIFORNIA STATE GOVERNMENT • EQUAL OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION. IT IS THE OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG FREE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, CIVIL SERVICE RULES, AND A SPECIAL TRUST PLACED IN PUBLIC SERVANTS.
DGS JOB HOTLINE PHONE (916) 322-5990 ♦ CALIFORNIA RELAY SERVICE FROM TDD PHONES 1-800-735-2929

HOW TO APPLY:

All applicants must clearly indicate their basis for eligibility on the State application (STD 678). All applications will be screened and only the most qualified candidates will be interviewed. In order to be considered for this position, you must include your eligibility criteria in the area of the application where you enter the position you are applying for. (for example, enter reinstatement, lateral transfer, list eligibility). In addition, if your eligibility is the result of competing in an examination, you must include a copy of your examination results indicating your official score with your application. Failure to provide these documents at the time you submit your application may result in your not being considered for the position.

Submit a State Application (STD. 678) and resume to:
Emergency Medical Services Authority
Karen DeGuire, Personnel Analyst
10901 Gold Center Drive, Suite 400
Rancho Cordova, Ca 95670